

State of California

# Employment Training Panel

*Arnold Schwarzenegger, Governor*

August 3, 2010

Joanna Osborne, Office Manager  
EBTA Architects, Inc.  
17811 Mitchell North, Ste 150  
Irvine, CA 92614

Dear Ms. Osborne:

RE: SMALL BUSINESS Final MONITORING REPORT for EBTA Architects, Inc. (EBTA) – ET09-0235

Date of the Visit:	07/28/10
Beginning/Ending Time:	10:00 a.m. – 11:30 p.m.
Date of Last Visit:	12/14/09
Visit Location:	Irvine, California
Persons in attendance:	Joanna Osborne, Office Manager, EBTA; Maggie Menzel, Principal, Training Funding Source (TFS), and Carole Robinson, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/27/08 – 10/26/10	Agreement Amount:	\$30,976
Training Start Date:	11/03/08	No. to Retain:	16
Date Training must be Completed:	07/26/09	Range of Hours:	8 - 90
Type of Trainee:	Retrainee	Weighted Ave. Hours:	88

- HISTORY OF AGREEMENT CHANGES

Training began on 11/03/08 and the Agreement was executed on 12/19/08. Revision Request #1 was received on 09/10/09 to extend the end term of the Agreement from 10/26/09 to 10/26/10. The request was processed and approved by the San Diego ETP Field Office as Amendment #1 on 10/01/09. You reported that all class/lab training for this Agreement was completed by 12/15/09, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement (10/26/10).

- INTERVIEW WITH COMPANY REPRESENTATIVE

You stated that EBTA did not experience any difficulty coordinating management of this Agreement with its administrative subcontractor, Training Funding Source.

You reported that EBTA’s request to participate in a Work Sharing Plan was approved for up to 11 EBTA employees by the Employment Development Department for the period of 06/20/10 through 12/18/10 and provided a copy of the approval letter to Ms. Robinson during this visit. Ms. Menzel stated that an ETP fiscal special review will be requested during the closeout of the Agreement for six employees who currently work a 32 hour week under this program who completed at least the minimum number (8) of eligible training hours.

You stated that ETP funded training helped bring EBTA staff “together” in generally difficult financial times for the architectural design industry. Training in Business Skills topics raised employee morale and developed new communication skills that were used to focus on marketing the company’s services. You reported Computer Skills training in topics such as Photo Shop expanded employee’s abilities to perform multiple job-related functions. Employee confidence has also increased as a result of the training and EBTA credits training to assisting the company’s to “remain afloat” in today’s economy.

ETP records as of the date of this report indicate EBTA will retain 16 trainees (100% of planned retention). Based on ETP’s Online Class/lab Tracking data, the company will earn a total reimbursement of approximately \$8,448 (27 percent of the total encumbered amount) provided all other terms and conditions of the Agreement are met. To date, EBTA received \$7,260 in unearned Progress Payments (P1). Ms. Menzel stated that EBTA’s Final Contract Closeout Invoice will be submitted no later than 11/25/10.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in retention)	Number of Trainees Completed Retention
1	16	16	0	16	12	4

**SUBAGREEMENTS:**

**Administration**

Administrative subcontractor performing any part of ETP administrative requirements?	Yes
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**Training**

Training vendors performing ETP training?	No
Has all vendor information been entered in the on-line ETP 100D for all vendors who have provided training?	N/A
Vendor information reviewed during meeting:	None

**ATTENDANCE ROSTERS:**

59 Attendance Rosters reviewed for five retrainees who are enrolled in Job 1..	Rosters Invoice Numbers Validated: none	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
Information contained in rosters reviewed was consistent with the hours reported on-line.			Yes

AUDIT:

EBTA will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or “review”). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Robinson at 619-686-4971, or [crobinson@etp.ca.gov](mailto:crobinson@etp.ca.gov), within ten (10) working days from the receipt date of this letter.

Sincerely,

Diana Torres, Manager II  
Southern California Region

Carole Robinson, Contract Analyst  
San Diego Regional Office

cc: TFS  
Kulbir Mayall, Manager, ETP Fiscal  
Gov. Transparency File  
Master File  
Project File

Date report e-mailed to Contractor 08/06/10